

Policy for Alternate, Compressed, and Flextime Work Schedules:

I. Executive Summary

This policy is intended to establish the criteria for allowing Alternate, Compressed, and Flexible work schedules for the employees of DHMH.

Flextime is at the discretion of the Program Director, Facility CEO, or Local Health Officer, while Alternate and Compressed work schedules require the approval of the Program Director as the DHMH Director, Personnel Services Administration.

II. Background

State Personnel Regulations Title 17 Department of Budget and Management, Subtitle 04-17.04.11 governs the standard workweek as consisting of five (5) 8-hour work days running Wednesday through the following Tuesday.

State Regulations (COMAR 17.04.11.02A) permit Appointing Authorities to designate Alternate, Compressed or Flexible work schedules which depart from the normal five (5) 8-hour workdays. DHMH Policy delegates Alternate and Compressed workweek schedules to the Director, Personnel Services Administration.

III. Policy Statements

For this policy “Program Directors” refers to Health Officers, Facility CEO=s, and Directors of Administrations. The Director of Personnel Services Administration is considered the DHMH Appointing Authority for Compressed and Alternate work schedules.

- a) Each Program Director must ensure that between the hours of 8:00 a.m. to 5:00 p.m. adequate coverage is maintained. Each program’s internal policies govern who and how many employees are required to be available during these hours.
- b) Flextime allows for a fixed schedule where employees start work anytime between the hours of 6:00 a.m. to 10:00 a.m. with the ending hours occurring between 2:30 p.m. to 6:30 p.m., provided the employee takes a 30 minute lunch break. Lunch breaks exceeding 30 minutes in duration will result in a later ending time.

Example:

Wednesday	Thursday	Friday	Monday	Tuesday
6:00 – 2:30	6:00 – 2:30	6:00 – 2:30	6:00 – 2:30	6:00 – 2:30

- c) Flextime also allows employees to start work a different time each day, provided they work forty (40) hours per week Wednesday through Tuesday. Flextime allows for a five- (5) day workweek with more or less than 8.0 hours per day depending on the need of the unit.

Example:

Wednesday	Thursday	Friday	Monday	Tuesday
8:00 – 5:30	7:30 – 7:00	9:00 – 3:30	7:30 – 6:00	10:00 – 2:00

9.0 hours	11.0 hours	6.0 hours	10.0 hours	4.0 hours
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- d) Non-fixed flextime schedules allow employees to take time during the day to handles personal business without using available leave, provided they obtain approval from their supervisors and they work the required 40 hours per week.

Example:

Wednesday	Thursday	Friday	Monday	Tuesday
7:36-11:42	10:00-6:30	6:18-8:18	8:00-11:30	7:30-4:00
1:40-5:35		9:30-4:00	12:45-6:15	
8.0 hours	8.0 hours	8.0 hours	8.0 hours	8.0 hours

- e) Compressed workweeks consist of employees working their 40 hours in less than five (5) days. The most common compressed work schedule is four (4) 10-hour shifts.

Example:

Wednesday	Thursday	Friday	Monday	Tuesday
6:00-4:30	6:00-4:30	Off Day	6:00-4:30	6:00-4:30
10.0 hours	10.0 hours		10.0 hours	10.0 hours

Another example of a compressed work schedule is eight (8) 9-hour days, one (1) 8.0 hour day and 1 day off every other week. Employees who are non-exempt and covered by the Fair Labor Standards Act (FLSA) are not eligible for any compressed work schedule that exceeds 40 hours per week Wednesday through Tuesday.

Example:

Week 1				Total 45
Wednesday	Thursday	Friday	Monday	Tuesday
7:00-4:30	7:00-4:30	7:00-4:30	7:00-4:30	7:00-4:30
9.0 hours	9.0 hours	9.0 hours	9.0 hours	9.0 hours
Week 2				Total 35
Wednesday	Thursday	Friday	Monday	Tuesday
7:00-4:30	7:00-4:30	7:00-4:30	Off Day	7:00-3:30
9.0 hours	9.0 hours	9.0 hours		8.0 hours

- f) Alternate workweeks consist of employees working their 40 hours in more than five (5) days.

Example:

Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
8 - 12	8 – 12	8– 12	6-4:30	6-4:30	8-12	8-12
4 hours	4 hours	4hour	10 hours	10hours	4 hours	4 hours

- g) Workdays exceeding (5.5) hours **must** include a lunch period, typically occurring in the middle of the employee's shift. If the supervisor requires the employee to work through their lunch period, compensation shall be made either by compensatory time or cash whichever is applicable.
- h) Employees currently compensated on the 8/80 overtime method are not eligible for alternate, compressed, or flex schedules where the hours worked exceed eight (8) per day, unless there is an official request for compressed work week and they are converted to the 40/40 method of

overtime.

I) Alternate, Compressed and Flex work schedules are designed to meet the legitimate needs of management and to better serve our customers. Alternate, compressed and flexible schedules may be approved to accommodate an employee's personal schedules/needs, if the schedule legitimately allows management to meet its requirements and needs. Those schedules requested that do not meet the needs of management will not be approved.

j) All of the above work schedules do not provide an exemption from Positive Timekeeping Requirements, or required FLSA overtime compensation policies for non-exempt employees.

k) Employees working in **24-hour, 7-day coverage positions** are excluded from the flextime provisions of this policy.

l) All leave accruals continue to be earned based on the funded percentage of position and the number of regular hours worked BI-weekly. No leave is accrued on overtime or compensatory hours worked.

Example:

A full-time employee working 80 hours per pay period, who has been employed less than 5 years will continue to earn at the rate of one (1.0) hour of annual leave for every 26 regular hours worked. This same employee would earn one and half (1.5) hours of sick leave for every 26 hours worked. Part-time employees' leave

earnings are pro-rated based on the funded percentage of the position.

- m) **Holiday Leave for a full time employee working 80 hours BI-weekly will be 8.0 hours per holiday.**

Example:

Wednesday	Thursday	Friday	Monday	Tuesday
Code 10 10.0 hours	Code 40 10.0 hours	Code 60 8.0 hours & Code 10 2.0 hours		Code 50 10.0 hours

IV. Responsibilities

- a) **It is the responsibility of each Program Director to ensure that their units are in compliance with the above policy statements.**
- b) **Program Directors must insure they are not being arbitrary or capricious when considering approval of any of the above work schedules.**
- c) **Approvals for flextime for non 24-hour, 7-day employees are at the discretion of the Program Directors.**
- d) **Approvals for Alternate and Compressed work schedules must be recommended by the Program Director and approved by the Director, Personnel Services Administration.**
- e) **Program Directors/managers must give employees a minimum of fourteen - (14) working days notice prior to implementing or discontinuing any alternate, compressed, or flextime schedule.**

